

<p style="text-align: center;"><b>SAMPLE LETTER OF COUNSELING</b></p>
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[NOTE: Employee counseling should be the first step to correct conduct problems unless the severity of the conduct necessitates formal disciplinary action. Counseling is not considered to be a disciplinary action. See instructions in Chapter 2 regarding supervisory-maintained personnel records.]]

To: Employee Name, Title

From: Supervisor,

Subject: Letter of Counseling

This is an employee counseling letter for your unauthorized absence from duty.

Your scheduled lunch period is from 11:30 a.m. to 12:00 p.m. On June 6, 199\_\_, you did not return from lunch until 1:00 p.m. You did not request approval for your absence. When I asked you, you could not give me a legitimate reason for returning late, or for failing to request leave. Subsequently, you were charged one hour of absence without official leave (AWOL), which is unpaid, unapproved leave.

In deciding to issue this letter I have considered that during your new employee orientation in October 199\_\_ and later during an office staff meeting on January 1, 199\_\_ you were informed of the requirement to take no more than your authorized official lunch, and to request advanced approval for leave if you wish to be away from work longer than your official lunch period.

(Include any action to be taken by the employee to prevent a recurrence of the infraction and disciplinary action, and action to be taken by the supervisor to assist the employee.)

You are cautioned that any future misconduct of this nature or other misconduct could result in a disciplinary action, up to and including removal. If you have any questions about leave approval policies or procedures, I will be happy to answer them.

If you believe that personal, medical, or other problems are reasons for your actions, you may provide documentation of the medical condition or raise these problems. You may also contact the Employee Assistance Program at [telephone number], or me for assistance. You can contact the Personnel Office at [telephone number], if you need further information concerning medical documentation requirements.

*November 2001*